

**1. Aims and Scope**

The aim of the Journal of Otolology is to provide a forum for papers concerned with clinical and basic science issues regarding the auditory and vestibular systems. The journal welcomes reports on clinical studies, case studies, experimental studies, as well as theoretical papers. The journal is willing to accept original papers in the form of full-length papers, short communications, and reviews. The journal will especially consider publication of papers on hearing and balance disorders among the Chinese population and related to application of traditional Chinese medicine.

**2. Types of Papers**

Original Papers should deal with clinical and basic research studies not previously published or being considered for publication elsewhere in the English language. Short Communications should be brief reports of clinical and basic research findings that is less extensive than that published in full-length papers. Reviews should cover important literature relevant to the topic and summarize the important questions or challenges in the field, important works and opinions regarding the questions, and directions in future works.

**3. Language Editing**

Authors who are not native English speakers are encouraged to have their manuscripts proof-read by individuals or agencies capable of providing English language editing services before submission. The journal reserves the right for English language editing as it sees appropriate.

**4. Submission Procedure**

Authors are strongly urged to submit their manuscripts to Journal of Otolology electronically by emailing to [zhck301@sina.com](mailto:zhck301@sina.com) and/or [zhck301@163.com](mailto:zhck301@163.com). All correspondence, including notification of the Editor's decision and requests for revision, takes place in the form of e-mail. Manuscripts are subject to peer review and revision, which are required as a condition of acceptance. Authors should disclose any financial relationship with any entity or product described in the manuscript (including grant support, employment, honoraria, gifts, fees, etc.). Authors will be informed of reviewers' comments and publication decisions via emails to the corresponding author. Authors will have an opportunity to respond to reviewers' comments and revise their manuscripts if considered potentially publishable. Final decisions will be made following receiving authors' responses and reviewers' subsequent opinions and comments. Authors will be notified of the final decision within one week once the decision has been made.

**5. Preparation of Manuscripts**

Authors should submit their manuscripts electronically as Microsoft Word files. The text should be in single-column format. Keep the layout as simple as possible. Do not embed graphically designed equations or tables. Put them on a separate page, and note in the manuscript where the equations should appear. Submit graphs or other non-text contents in PDF format files. Use double spacing and 1 inch (2.5 cm) margins. Check spelling carefully. The elements of a full-length article should be in the following sequence: Title Page, structured Abstract and Key Words, Text (Introduction, Materials and Methods, Results, Discussion, Conclusion), Acknowledgment, References, Tables, and Figure Legends. Each of these elements should begin on a new page. Define abbreviations at the first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). Authors are responsible for obtaining written permission to reproduce previously published material (direct quotations, unpublished data, tables, or figures) from the copyright holder.

**Title page.** The title should be concise and informative. The author's affiliation address (where the actual work was done) should be listed below the authors' names. Indicate all affiliations with a superscript number immediately after each author's name. Provide the full postal address of each affiliation, including the country name. Clearly indicate who is willing to handle correspondence as the corresponding author

at all stages of refereeing and publication and post-publication, with telephone and fax numbers (with country and area code), e-mail address and complete postal address.

**Abstract.** For full-length Research and Review Papers, a concise and factual abstract is required, not exceeding 200 words (on page 2 of the manuscript). Avoid references in the abstract.

**Keywords.** The abstract should be followed by 3 to 6 keywords which will be used for indexing purposes. Keywords can be included on the same page with Abstract.

**Text.** Research Paper text should be divided into these sections: Introduction, Materials and Methods, Results, Discussion, References.

Introduction should include a brief review of the background leading to the reported study and state the questions the study intends to answer when appropriate. Avoid including methods or results content in this section.

Materials and Methods should provide detailed technical information of the study, including subjects studied, important equipment/devices used and key techniques implemented. If drugs or other substances that are not commercially available are used in the studies that are reported, information on how to obtain these substances must be included so that other researchers can replicate the studies.

Results should include all positive and significant negative outcomes/observations of the study. Be concise and accurate. Avoid redundant method descriptions. Also avoid discussion of or comments on results in this section. They should be included in Discussion section.

Discussion is where authors clarify or justify the design and execution of the study (if needed), comment on study results, deliberate on the meaning and/or significance of the findings, compare results with other reports, make recommendations regarding particular issues and state possible future study directions. Do not include redundant method or results contents in Discussion.

**Tables.** Tables should have a descriptive heading (legend) above the table. Footnotes and explanations if applicable should be placed underneath each table.

**Figures.** Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. Number the illustrations according to their sequence in the text. Please do not embed graphics in your word processing file. Regardless of the application used, when your electronic artwork is finalized, please save as or convert the images to one of the following formats: eps, .tiff, .jpg. Figure legends are required for each illustration. Legends should comprise a brief title and a description. Keep text in figures themselves to a minimum. Explain all symbols and abbreviations used in legends. Supply all legends on a separate page.

**Acknowledgements.** Place acknowledgements, including information on grants received in a separate section before the reference list.

**References.** The authors are responsible for the accuracy of the references. Periodicals (i), books (ii) and edited volumes (iii) should appear in the reference list as follows:

- (i) Zhong, S.-X., Liu, Z.-H., 2004. Immuno-histochemical localization of the epithelial sodium channel in the rat inner ear. *Hear. Res.*, 193 (1-2) 1-8.
- (ii) Moller, A.R., 2000. *Hearing: Its Physiology and Pathophysiology*, Academic Press, San Diego, CA.
- (iii) Mills, J.H., Boettcher, F.A., Dubno, J.R., Schmiedt, R.A., 1996. Psychophysical and evoked response studies of aged subjects: masking by low noise. In: Axelsson, A., Borchgrevink, H., Hamernik, R., Hellstrom et al. (Eds.), *Scientific Basis of Noise-Induced Hearing Loss*. Thieme Medical Press, New York, pp. 181-192.

**6. Copyright**

The act of submitting a manuscript to the Journal of Otolology carries with it the right to publish that paper and implies the transfer of the copyright from the author to Journal of Otolology.